



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNORDEPARTMENT OF COMMUNITY HEALTH
LANSINGJANET OLSZEWSKI
DIRECTOR

TO: All Parties Interested in Sponsoring Continuing Education Programs for Social Workers

SUBJECT: Application Process for Continuing Education Collaborative for Social Workers

DATE: December 16, 2005

The Board of Social Work has established continuing education requirements for renewal of the bachelor's social worker and the master's social worker license. Each licensee must complete approved courses related to social work that enhance their knowledge and skills.

In order to be responsive to the needs of the profession, the Board is authorizing the formation of one or more groups which will be charged with the review and approval of continuing education programs under the direction of the Board. An approved group will be known as a collaborative. An approved collaborative shall consist of one or more social work organizations which represent multiple providers, agencies, representatives from Michigan universities or colleges with accredited social work programs and licensees. These representatives will propose a set of criteria to the Board by which each continuing education program is evaluated. Upon meeting the criteria, the collaborative will issue an approval number that is to appear on all correspondence regarding the specific program.

A collaborative will be minimally asked to provide the following:

- Plan and implement the review of continuing education programs specific to the needs of Michigan.
- Be aware of the need for geographic coverage of programs which will serve the rural and remote areas as well as the urban center.
- Be aware of the need for program coverage in the various fields of practice.
- Seek program diversity which will meet the needs of bachelor level and macro practitioners and/or clinical social workers.
- Identify programs that specifically address ethics and pain management.
- Encourage collaboration among social work agencies, associations, organizations and schools of social work.
- Provide an annual report of the revenue and expenses for the collaborative.

A collaborative will be asked to:

- Submit an application for approval as a collaborative including information regarding the collaborative composition and terms of office on the collaborative.
- Assume responsibility for the review and approval of proposed continuing education programs.
- Assume responsibility for the review and approval of programs taken which did not have prior approval for continuing education credit.
- Adopt the ACE guidelines for continuing education as the basis for review criteria and supplement with Michigan specific criteria.
- Seek the Board's approval of the criteria by which they will review submissions for continuing education credit.
- Include the Board liaison or representative in meetings/decisions as an ex-officio representative with voting rights.
- Submit yearly reports regarding activities.
- Complete biannual evaluations of performance.
- The collaborative needs to maintain a list of approved programs and provide regular updates to the Department for posting on the website.
- Program sponsors need to retain records of individuals who attended their programs for five years in order to assist individuals who lose their certificates.
- Include methods of program review or evaluation at the conclusion of each continuing education program.

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- Show accountability for the quality of the continuing education program.
- Provide on-line access for licensees to lists of approved continuing education programs and enable the Department to link to the site or serve as the host of the list of approved programs.
- Identify means by which individual members of the collaborative will refrain from situations that create potential conflicts of interest - e.g. approving programs sponsored by own agency that are taught by collaborative representative.
- Indicate any fees that will be charged for program review and approval.
- Identify the organization and staff who will convene the collaborative and serve as the contact for the Board and Board staff.

Collaborative Approval Process

1. Submit application for Board consideration including composition of collaborative, overview of review process and plan for program implementation including letters of support from all the members of the collaborative by **January 20, 2006**.
Board may issue initial approval to begin planning.
2. Submit criteria for review of continuing education programs - the Board is requesting that all individual programs be reviewed for 2006-2008.
Board may issue approval to implement program review.
3. Submit annual report starting January 1, 2007, listing programs approved, evaluations of programs and proposed changes to review/approval process.
4. Complete a performance review at the completion of the second year of program review/approval.
During 2008, the Board will evaluate the program review process and consider the possibility of approving sponsors of a series continuing education programs.
5. Board shall issue decision on whether to continue to allow the collaborative to approve continuing education programs.

Michigan Department of Community Health
Bureau of Health Professions
 Board of Social Work
 P.O. Box 30670
 Lansing, MI 48909
 (517) 335-0918

APPLICATION FOR SOCIAL WORK CONTINUING EDUCATION COLLABORATIVE

Authority: Board of Dentistry R 338.11705 (5)
 If this form is not completed, approval will not be granted.

Please type or print

Name of Collaborative		
Street Address		
City	State	ZIP Code
Name of Contact Person		Telephone Number ()

List the names of organizations, in the collaborative, responsible for continuing education programs. Include a letter of support and agreement to participate in the collaborative from each group.

Name of Organization	Contact Person

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You should submit a plan that shows the Board members how your collaborative intends to solicit and review applications for sponsors of continuing education programs and how you will evaluate the effectiveness of the program offerings. Your plan should include ways you intend to identify and address the needs of social workers throughout Michigan. Information on how you anticipate evaluating the effectiveness of continuing education programs should also be included.

In order to be approved as a collaborative that wants to review programs that will be offered in the Spring of 2006, your application needs to be submitted by **January 20, 2006**.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.